



# City of Tempe

## PARKS MAINTENANCE TRAINEE+

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	567	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Community Services	<i>Salary / Hourly Minimum:</i>	\$15.207212
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$15.207212
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Parks Maintenance Technician II+
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Service Maintenance

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives direct supervision from higher supervisory or management staff. May be assigned daily oversight by a Parks Maintenance Technician I+ or higher.

Receives guidance, technical direction and training from other staff members on the team.

May provide technical and functional direction to contracted employees or volunteers.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	One year of responsible work experience is required. Some training, volunteer or work experience related to the core functions of parks, grounds, golf course or sports field maintenance is preferred.
<i>Education:</i>	Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
<i>License / Certification:</i>	Must possess and maintain a valid driver's license.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. This is the entry level class in a flex series for the Parks Maintenance Technician classification. This class is distinguished from the Parks Maintenance Technician by the performance of less complex and more routine tasks and duties. The Trainee will learn and assist in the performance of a variety of semi-skilled maintenance activities for the City's parks, golf courses, athletic fields and cemetery. This is the training classification in a flex series and, as such, the department may flex the employee to the higher-level class in the flex series

once the employee is off probation, meets the minimum qualifications and is performing the work of the higher-level classification.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Maintain turf: water, mow, weed, trim, aerate, renovate and fertilize lawns;
- Maintain landscape areas: plant, water, fertilize, and trim/prune landscaped areas consisting of bushes, trees, flowers and shrubs;
- Maintain trees: Trim/prune, fertilize, and stake trees;
- Maintain walks, fields, courts and other facilities free from leaves and debris;
- Pick up litter, including encampment debris; empty trash receptacles and transport rubbish to the local landfill;
- Perform custodial and general maintenance duties in and around restrooms, locker rooms and clubhouse as required;
- Operate small and medium size equipment such as blowers, weed eaters, trimmers, edgers, chain saws, mowers, and power washers;
- Clean and care for tools and equipment;
- Prepare athletic fields for activities;
- Change golf course set up; move tee markers and cups;
- Assist with maintaining parks equipment: Inspect playgrounds, picnic tables, barbecues, fences and other equipment and facilities; perform routine maintenance and minor repairs;
- Assist with maintaining irrigation: Design, install, troubleshoot, repair and replace irrigation systems including lines, heads, controllers and mains;
- Assist with setting up funeral services;
- Perform related duties as assigned;
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects;
- Move heavy objects with forklift, dolly, etc.;
- Operate city vehicles (3/4-ton pick-up);
- Operate city equipment (i.e gang mowers, deck mowers, walkers, Gannon, front loaders, etc.);
- Use power tools (i.e. sod cutters, edgers, mowers, jackhammers, drills, chain saws, etc.);
- Use tools (i.e. hammers, wrenches, shovels, wheel barrels, etc.);

- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces (i.e. parks, desert areas, parking lots, plazas, planters, golf courses, sidewalks, and medians);
- Traverse long distances during workday with or without an accommodation;
- Work in a stationary position for considerable periods of time;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to blood and airborne pathogens; bodily fluids; etc. (i.e. cleaning restrooms, trash and litter, and debris in stadium stands);
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc. (i.e. cleaning bathrooms, fuels, and oil for equipment);
- May require working extended hours;
- May work alone for extended periods of time;
- Other physical attributes essential to the classification.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective May 2018*

*Revised March 2019 (PW reorg – moved to Community Services)*